

Library Advisory Board  
April 20, 2006  
Milton, Florida

The Library Advisory Board met on the above date with the following members present: Vice Chairman Jacqueline Wiscaver and members Michael Sandler and Martha Lyle. Patricia Rose joined the meeting at 4:12 p.m. Also present were the County Administrator (Hunter Walker) and Library Director (Linda Hendrix). Wiscaver called the meeting to order at 4:07 p.m.

Sandler requested the minutes from the February 16, 2006 meeting be amended in the first paragraph, last sentence, to say the meeting was called to order at 4:00 p.m.

Lyle moved approval of the minutes from the February 16, 2006 meeting as amended; Sandler seconded, and the vote carried unanimously (3-0).

Hendrix presented a Power Point Presentation to the Library Advisory Board combining the next three items on the agenda. (Attachment in File)

**Santa Rosa County Library System Transition**

Hendrix listed the spring activities that the Santa Rosa County Library System participated in and discussed the information provided at the Library System's booths.

Hendrix said there will be weekly coverage of library activities in the Gulf Breeze and Navarre newspapers. She said she will be meeting with the Tri-County paper in the Jay and Century area to obtain weekly newspaper coverage in those areas.

Hendrix reviewed the March and April library transition activities in detail. She said the libraries are compiling a list of requested materials to allow the Santa Rosa County Library System to purchase and add the requested materials to the collection. Hendrix said they are trying to make the transition as convenient as possible for patrons.

Hendrix said she hopes the next big event will be moving into the Library Administrative office space. She said she hopes the space will be ready sometime in the next few weeks. Hendrix said the database will be installed with software the week of May 22 nd , and staff training will also take place. Hendrix said the Library Coordinator and one Technical Assistant will start work next week. She discussed the unpacking and cataloging process that will begin taking place. She said on June 1 st the Library System will be ready to assume the responsibility for inter-library loans and the Talking Book Program. Hendrix discussed inventorying all of the library collection allowing the County to start with a clean database.

Hendrix said on July 1 st Santa Rosa County library users can no longer go to Escambia/Pensacola libraries to check out items unless they agree to the reciprocal borrowing policies of Escambia/Pensacola libraries. She discussed closing the Santa Rosa County libraries between July 16, 2006 and July 31, 2006 for final preparations and to transfer all library operations over to the new software. Hendrix said the Escambia/Pensacola library reciprocal borrowing policy is needed before this time. She discussed staff activities during the time libraries will be closed to the public. Hendrix said the twelve new computers received through the Gates Grant will also be installed during this timeframe. She said all Santa Rosa County libraries will go live on August 1, 2006, and the new courier service will begin at this time.

Sandler asked if the County has selected a vehicle for the courier. Walker said the vehicle specifications have been reviewed and the County has received bids on mini vans. He said the County will be ordering a new vehicle for the courier.

Walker said he is pleased with the transition process except for the office space. He said the office space is behind schedule. Lyle commended Hendrix on all her hard work during the transition process.

Hendrix discussed having press releases with the specific dates of when things will occur. There was discussion regarding the inventory process, acquiring volunteer assistance from the Friends of the Library resources, library space needs, and pre-registration of library cards.

**Strategic Planning Committee Report from April 5 th meeting**

Hendrix reviewed the purpose of the Strategic Planning Committee and the five priorities of the Santa Rosa County Library System for the next three to five years that include:

1. General Information- Reference/Research
2. Commons (Meeting and Gathering space)
3. Current Topics and Titles
  - a. Library Collections and Materials
  - b. Programs on Topics of Interest
4. Information Literacy - Teaching how to find and use Information (Print, Media, and Technology).
5. Lifelong Learning - Collection, Programs, and Information for all age groups.

She briefly reviewed each of the future library priorities. Hendrix said the Strategic Plan draft needs to be completed before June 16 th . She said the Strategic Plan draft will be reviewed at the final Strategic Planning Committee meeting on June 16, 2006. Hendrix said the Board of County Commissioners will get the final Strategic Plan for approval in July, and the plan is due to the State Library in September.

Wiscaver asked if the children's program will be more specific to age groups. Hendrix said currently there are no programs for the middle school children or teens, and there needs to be some focus in this area. She said there will be some focus on these youth groups next year. Hendrix said she welcomes any ideas or assistance from anybody who likes to work with middle school children and teens.

Hendrix requested the Library Advisory Board recommend closing all Santa Rosa County Libraries for two weeks in July. She said

Walker will take the recommendation to the Board of County Commissioners for approval. There was discussion regarding closing all Santa Rosa County Libraries for a period of two weeks and advertisement of the closure.

Lyle moved approval of recommending to the Board of County Commissioners the closure all Santa Rosa County Libraries for a period of two weeks in July; Sandler seconded, and the vote carried unanimously (4-0).

**Draft Library Policies**

Wiscaver said the Board members have received the draft library policies for review (Attachment in File). Sandler asked if the borrowing policy for the military will include their dependents. Hendrix made a note regarding this change. Rose noted a few typos in the draft policies.

Rose moved approval of the library policies as amended; Sandler seconded, and the vote carried unanimously (4-0).

**Other Business/Adjournment**

Walker discussed a letter received from Ms. Ortiz regarding the borrowing policy of non- County residents using the West Florida Regional Library System. Hendrix said she was told non residents will have to pay a \$50.00 charge to get a library card in Escambia County. She said she does not think there is an official policy yet. Lyle said the \$50.00 charge will be effective October 1, 2006. She said she felt someone can approach the City of Pensacola or Escambia County regarding the fee now that the Santa Rosa County's policies are approved. Hendrix suggested requesting the non-resident fee be waived at least until the Pace Library opens.

There being no further business to come before the Library Advisory Board at this time, the meeting adjourned at 4:55 p.m.